OTHER EXTRA EXPENSES SUMMARY RECORD (RM-OEESR) INSTRUCTIONS

This form is used to record other extra expenses, such as temporary office or class rooms, that are necessary to continue normal operations, that are related to the loss or disaster.

Complete the record as follows:

1. **Applicant:** Enter your organization's name.

2. **PA ID:** Enter the computer tracking number that FEMA assigns to your organization. Your Public Assistance Coordinator can tell you what it is if you don't know it.

3. **PW #:** Enter the project number that you have assigned to this project. If you know the project number assigned by FEMA, use that number.

4. **Disaster Number:** Enter the declaration number for this disaster here. The Public Assistance Coordinator can tell you what it is if you don't know it.

5. **Location/site:** Enter physical address or location of project.

6. **Category:** Enter category of work, if known.

7. **Period Covering:** Enter the time period referenced for the information contained on this sheet.

8. **Description of work performed:** Briefly describe the type of work that was performed.

* **Vendor:** Enter the name of the supplier if the material was bought specifically as a result of the disaster.

* **Dates Incurred:** Enter date actually used/installed.

* **Vendor:** Provide the name of the vendor.

* **Billing/Invoice:** Provide information.

* **Amount:** Enter amount for the dates listed.

* **Nature of Extra Expense:** Explain the reason for the expense.

* **Grand Total:** Add the numbers in the Billing/Invoice Number blocks and enter the result here.